

### Grant Application Checklist

- \_\_\_\_\_ The cover sheet (first page) of the DCJS Grant Application for each fiscal year is completed and signed by Project Administrator (Attachment 1).
- \_\_\_\_\_ Project budgets with all applicable sections of Budget Category Itemization completed for each fiscal year (Attachment 2).
- \_\_\_\_\_ Itemized Budget Narratives are included which justify every expense for each fiscal year.
  - \_\_\_\_\_ Organizational chart of all program employees
  - \_\_\_\_\_ Job descriptions for all proposed grant-funded staff
- \_\_\_\_\_ A Project Description is included and contains the following:
  - \_\_\_\_\_ Program title
  - \_\_\_\_\_ Need justification and program overview (items a-c)
  - \_\_\_\_\_ Cost assumption plan
    - \_\_\_\_\_ FY2007 itemized operating budget
  - \_\_\_\_\_ Implementation of project
    - \_\_\_\_\_ Service objectives targets (Attachment 3)
    - \_\_\_\_\_ Other program objectives, including the three required objectives (Attachment 4)
    - \_\_\_\_\_ List of all signed, up-to-date, written cooperative agreements, and/or copies of new agreements
    - \_\_\_\_\_ Evaluation plan
    - \_\_\_\_\_ Additional requirements
      - \_\_\_\_\_ VAdata release form, signed by the agency director
      - \_\_\_\_\_ FY2007 first semi-annual (July 1- December 31, 2006) progress report (form and narrative only- no additional attachments)
- \_\_\_\_\_ Completed and signed copies of Attachment 6A and 6B, General Grant Conditions and Assurances, **and** Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements.
- \_\_\_\_\_ An original and four unbound copies of the grant application are submitted by mail or by hand, for receipt by DCJS by **4:30 pm on April 13, 2007**.